G. R. S. IX-5]

Previous references.

File No. 1 of 21

192

Census

Serial Nos. 1-2

Later references.

(15)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for August 1921

SUBJECT.

Circular for Census

G. R. S. 11] 1921—2

GENERAL AND REVENUE SECRETARIAT.

Census)

NOTES.

File No. 1—24

FILE HEADING.

Circulars &c. of the Census Superintendent.

From

The Census Superintendent, Mysore—

No. 16 Dated 4/5.7.21 Received 5.7.21

Diary No. 50/24	Enclos. 12 bks. spare copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards for information six copies of Part V of the Mysore Census Code 1921, Part V containing Tables III & IV Sorting and Compilation respectively.

NOTES AND ORDERS.

1) A draft forwarding 3 copies ~~each~~ of the book to the Residency is subd. as usual

MA 8.7.21 bly

2) Issue

Sd/ To. The Secy to the Resident in Mysore, 8/7/21

No Pol 22 dt 9.7.21

NOTES—First Sheet. Fds. 3 copies of each of Part V of the Mysore Census Code of 21. Pol chapter III & IV &

G. R. S. III-2,

General and Revenue Secretariat.

Censs File No. of 1921-22

Serial No.

along with monthly Progress Rp

The Censs Supdt has sent 6 Six Copies each of Circular Nos 65-69 issued by him

1) A draft forwarding as usual 3 Copies to the Residency is subd

15.8.21

5) Issue

15/8/21

To,

The Secy, to the Resident

No. PR 162 dt 19.8.21

In continuation of SL 2 forms & Schedules Each of Circulars Nos 65—69 issued by the Censs Supdt in respect

CHIEF SECRETARIAT III 20 AUG 1921 MADRAS

NOTE—Contn. sheet.

0567

SIXTH MYSORE CENSUS, 1921.

JEN ... SCOTT
5 - JUL 1921

OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE.

Bangalore, Dated ...ly 1921. DIARY NO: 50/m.

No 16/12 6004

From

V. R. THYAGARAJAIYAR, ESQ., M.A.,
Census Superintendent in Mysore.

19
Section:
File No:
Serial No:

To K. Matthan, Esq., B.A.,
~~XXXX

G. R. S. VI—G/32]

SUBJECT.

Diary No. of letter replied to 50/2

Section Census
File No. 1-21
Serial No 2

General and Revenue Secretariat.

( )

No. Rol 22 Enc 6

the *191*

Date of issue 9 July 1921

Signed by Jno. i. Matthan

To

The Secretary to the Resident
in Mysore

Sir

In communication of this
office no. Rol. 1313 of 29. 6. 1921,
I am directed to forward herewith
3 copies each of chapters III and
IV Sorting and Compilation of
Part V of the Mysore Census Code
1921, issued by the Census Superinten

SUBJECT.

Diary No. of letter replied to

Section Census
File No. 1—26
Serial No

General and Revenue Secretariat

No. Rel 162 Enel 18

, *the* *191*

Date of issue 19 August 1921

Signed by Jas. K. Matthan.

To J. M. Stay Esq. I.C.S.

Sir,

In continuation of this office No. 22 & 9.7.21, I am directed to transmit herewith three Copies each of Circulars Nos. 65 to 69 issued by the Census Supdt. in Mysore.

I have etc.

CIRCULAR No.65.

Office of the Census Superintendent in Mysor
Dated, Bangalore the 4th July 1921.

OFFICIAL MEMORANDUM.

Subject :- The returning of surplus slips in charges to the Central Abstraction Office.

1. With reference to paragraph 3 of circular No.51 dated 13th May 1921 stating that unused slips need not be sent back to the Central Abstraction office until the issue of further instructions on the point, the attention of Charge Superintendents is drawn to paragraph 3 of the official memorandum with which the supplies of slips were made have been forwarded to them requiring that surplus stock if any, left after making allowance for all possible requirments should be returned immediately. As however, even from charges from which all the slip bundles have been received, no unused slips have been returned as surplus the following instructions are issued for the careful attention of Charge Superintendents.

(a) In charges which have already despatched their slips-both general and infirmity, to the Central Abstraction Office, all the unused slips of all denominations may be made into secure bundles and sent by registered parcel post to the Central Abstraction Office.

(b) In charges where the work is not yet completed and the written up slips have not been despatched, Charge Superintendents may wait until the compilation is completed and the written up slips-both general and infirmity - are ready for despatch, and then have the surplus slips made into a separate bundle and sent with the same clerk who brings the - written up slips.

2. The idea underlying this circular is that so long as there is likely to be any need for blank or unused slips in the charges some stock should be left there and that when that need ceases they should be returned to the Central Abstraction Office.

Census Superintendent in Mysore.

All Charge Superintendents.
Copies to Deputy Commissioners, Presidents and Divisional Census Officers.

CIRCULAR No.66.

Office of the Census Superintendent in Mysore,
Dated, Bangalore the 12th July 1921.

OFFICIAL MEMORANDUM.

Subject :- Reviewing the receipt of written up slips from the Census Charges

1) In circular No.65 dated 17th June 1921 reviewing the receipt of slips from some charges and the progress of slip copying in others instructions were issued that special endeavours should be made in the latter to finish the work before the 25th June and despatch the written up slips to the Central Abstraction office before the 28th June.

2) Slips have since been received from 64 charges bringing up to 70 the number which have despatched the slips up to date. Those from which slips have not yet been received are the following :-

Bangalore District :-		Bangalore Taluk, Devanhalli Taluk, Magadi Taluk.
Kolar	"	Srinivasapur and Bagepalli Taluks and Kolar Town
Tumkur	"	Tumkur, Maddagiri, Tiptur, Turuvekere (Sub) and Kunigal Taluks and Tumkur town.
Mysore	"	Heggaddevankote, T.Narasipur, Malavalli, Yedatore, Nagamangala, Nanjangud, & Gundlupet taluks.
Shimoga	"	Shikarpur & Tirthalli taluks.
Kadur	"	Chikmagalur, Kadur, Koppa & Mudgere taluks and Chikmagalur town.
Chitaldrug	"	Hiriyur and Molakalmuru taluks.

Kolar Gold Fields area and Mysore City also have not sent their slips.

3) Progress reports have not been received for the past fortnight or longer from the following charges :-

Kolar Dt.	Srinivasapur Taluk.
Mysore Dt.	Nagamangala Taluk.
Shimoga "	Shikarapur Taluk.

It is therefore not known in what stage slip copying etc., is in these Taluks.

4) From the progress reports received from the other charges it is seen that in the majority of them the work is nearing completion and that with a strenuous effort to complete the work it should be possible for them all to send the slips not later than the 15th instant. Charge Superintendents of these charges are requested to pay particular attention to the work in the next few days and complete the work by that date and despatch the bundles of written up slips without delay.

for Census Superintendent in Mysore.

To

All Charge Superintendents.
(1) Copies to Divisional Census Officers for information
(2) Copy to Deputy Commissioner, Hassan District, for information.
3) Deputy Commissioners (except Hassan).

MRN.

IMMEDIATE.

Office of the Census Superintendent in Mysore
Dated, Bangalore the 22nd July 1921.

CIRCULAR No.67.

OFFICIAL MEMORANDUM.

Subject :- Accounting for slip copying and contingent allotments drawn by Census Charge Superintendents.

The attention of Charge Superintendents is drawn to this office circular No.64 dated 23rd June 1921 in the matter of the early despatch of Bill for contingent charges and the drawing of the above allotments before the 30th June 1921.

2. Detailed contingent bills for the sums spent by the Charge Superintendents are due from several Census charges, and in spite of clear instructions issued in the above circular, one of the Charge Superintendents has reported that the allotment for the copying and checking of slips was not drawn before the close of the official year 1920-21 and has now sought orders to draw the same from the Treasury. Such failure to utilize in-time the allotment placed at the disposal of Charge Superintendents involves the expenditure (which should have been met out of such allotment) being adjusted out of the Census funds of the current year's budget, a process attended with much difficulty, especially if such instances of lapse of allotments are numerous.

3. The Charge Superintendents are therefore requested to pay their particular attention to the immediate despatch of detailed contingent bills accounting for all the sums drawn on Abstract bills, so far and also to report by return of post cases in which the above allotments placed at their disposal have not been drawn and which are to be reallotted this year for adjusting expenditure incurred by them.

4. Unspent balances of the above allotments which Charge Superintendents may have with them and which are not requir for adjusting Census expenditure incurred by them should be refunded the Treasury immediately a note of it being made in the Detailed conti ent bills to be forwarded or a special report being made to this office.

Census Superintendent in Mysore.

To

All Charge Superintender....
Copies to Deputy Commissioners, Presidents and Divisional Census Officers.

CIRCULAR No.[illegible].

Office of the Census Superintendent in Mysore,
Dated, Bangalore the 28th July 1921.

OFFICIAL MEMORANDUM.

Subject Disposal of Census records.

The records to be permanently preserved or at any rate preserved till the next Census are as follows :

(i) Charge List Form No.1.
(ii) Circle Lists Form " 2.
(iii) Charge Register Forms 2A.
(iv) Circle Summaries.
(v) Charge Summary.

(Note Nos.(iii), (iv) & (v) which have been asked to be sent to the Central Abstraction Office along with the slips will be returned to the Charge Superintendent soon after abstraction work is over.)

(vi) Audit Register Form C.
(vii) Two or more copies of the several Parts of the Census Code both English and Kannada editions.
(viii) The taluk Map supplied in connection with the formation of Census Divisions.
(ix) One complete set of all the circulars issued by the Census Superintendent.
(x) The Census Regulation and all printed Notifications etc., issued by Government
(xi) A few spare copies of the other forms (blank) viz., Forms 3,4,5,6,7 and Forms A and B, by way of specimens.
(xii) Office copies of the Administration Report and other important reports and references made to the higher authoritis.

2. All papers and records of ephemeral interest., e.g., Reports received from subordinate officers, office copies of the Progress Reports, Forms B & D, circulars & orders of the Divisional Census Officers and Deputy Commissioner and Presidents not intended evidently to be permanently preserved may be destroyed nine months after the taking of the Census i.e., by the end of December 1921.

3. The house lists and Enumeration Books both draft and fair, may be sold by public auction as waste paper for what they might fetch and the proceeds credited to Census funds, after the Tables have been compiled and the books are no longer required for reference. This will be about one year from the taking of the Census. Intimation of the exact date will be given later on. Charge Superintendents should be careful to see that -- these books are not disposed of immediately. As the information recorded in the schedule is confidential, the Enumeration Books should be sold after cutting out the names (in column 3 of the schedule) or defacing them in - such a way as to render them illegible.

Census Superintendent in Mysore.

To

All Charge Superintendents.
Copies to Deputy Commissioners, Presidents and Divisional Census Officers.

NRN.

CIRCULAR NO.09.

Office of the Census Superintendent in Mysore,
Dated, Bangalore the 29th July 1921.

From

V. R. THYAGARAJAIYAR, Esq., M.A.,
Census Superintendent in Mysore, Bangalore.

To

The Deputy Commissioners of Districts
The Presidents of City areas.

Subject :- Administration Report regarding the Census operations of 1921

Sir,

I have the honour to request you to be so good as to furnish me with a full report on the administration of the Census operations in the several charges in your jurisdiction, soon after slip copying is over, and the slips have been despatched to the Central Abstraction Office.

2. The points to be touched upon in the report are indicated in the appended Memorandum. The reporting officers are at liberty to include any other matters which they consider to be useful or interesting.

3. Each Charge Superintendent should be requested to draw up such a report in respect of his charge by the 15th August 1921 and submit the same to the Divisional Census Officer who in his turn should submit the same to you by the end of August with any remarks and suggestions he may have to offer. These reports should be transmitted with your remarks and suggestions so as to reach this office not later than the 15th September 1921.

4. Copies of this letter as well as the annexure are being forwarded direct to Divisional Census Officers and Charge Superintendents for information and guidance.

I have the honour to be,
Sir
Your most obedient servant

Census Superintendent in Mysore

Copies of the above are forwarded to the
Divisional Census Officers and Charge Superintendents
for information and guidance.

MRN.

Memorandum showing the points to be touched upon in the Administration Report.

Preliminary operations. Date on which t ...ed. State of the Census records of 1911, and the extent of assistance derived from them. Suggestions if any regarding the preservation of the records of the present Census, so as to be useful for the next Census. The name and designation of the official or officials employed for Census work.

2. Provisional formation of Census divisions and the compilation of the Charge List. Whether the instructions issued in this behalf in circulars 2,3,4 of 1920 and those printed on the Charge List were full and complete; and what difficulties if any, were met with in carrying them out. Any suggestions for improving upon these instructions at the next Census. Date on which the preparation of the Charge List was taken up, and the date on which it was completed. How the materials for the preparation of the Charge List were collected. Advantages and disadvantages (if any) of maintaining the Charge List in duplicate; and of supplying ready made books as compared with leaving it to each Charge Superintendent to stitch and rule his own bo

3. House-numbering. Dates fixed for the commencement and completion of house numbering and dates on which they were actually commenced and completed. Materials and agency employed for house numbering. Cost. If allotment given was adequate. If not, how it was supplemented. Whether the full significance of the altered definition of the term "Dwelling house" (c.f. Art.4 of Section V of the Census Procedure Code of 1911 and Art.2 of Chapter III of the Census Code of 1921) was understood by the subordinate Census agency. In other words, whether Census numbers were affixed to the "houses" according to the test of the number of "commensal families" resident therein (vide definition at the Census of 1921) or according to the "structural" test as in the Census of 1911. Comparative merits and disadvantages of the two systems. Nature of mistakes committed in house numbering and how rectified. Whether any towns and villages in the Charge had been evacuated on account of plague and if so how the temporary residences were numbered and censused. Whether the precautions against the double numbering or omission of houses situated on the border land between a "town & City" and the outlying "village", also between Bangalore City and the Civil and Military Station and between the Ceded Railways and the adjoining State villages were duly observed. Any suggestions for improvement in the mode of house numbering?

4. House lists. Date of commencement and completion of the work of writing up house lists. Agency employed. Whether it is necessary to have duplicate house lists written up and if so whether they should be written up simultaneously or at different times, if so at what times, and by the same or different agencies.

5. Block Lists. Whether it is an advantage or otherwise for the Block List to form part of the Enumeration Book or to be issued separately. Any suggestions for combining the House and Block lists with a view to reduce scriptory labour without sacrificing efficiency?

6. Final constitution of Census divisions. Date of commencement and completion. Number of circles in each hobli or division and number of blocks in each circle. Total number of hoblies or divisions, circles, villages and blocks in the charge. Number of bechirak blocks. Average size of a circle in terms of villages, and blocks. Average size of a village and block in terms of houses numbered for Census purposes. Whether the instructions issued in this behalf worked well or any difficulties were experienced. If so, describe them. Whether it is advisiable to combine both the provisional and final arrangements in one Register viz., the Charge List as was done this time and the last, or whether it would not be more convenient to have separate Registers for the two. Whether it is a good thing to have the final constitution ratified by the Census Superintendent or whether this may be done by the Deputy Commissioners and Presidents. Any other suggestions for improving the procedure?

7. Agency for Enumeration. (a) Name and official designation of the Charge Superintendent and Assistant Charge Superintendents (if any). Natur

nature of the duties assigned to the latter. The merits and disadvantages of this arrangement as compared with the arrangement which was in force at the last Census viz., of splitting up the taluk into two or more independent charges under the Amildar, Police Inspector etc.

In the case of the Kolar Gold Fields City area whether it is necessary to perpetuate the arrangement under which the area is divided into as many as eight major charges, or whether all these charges may not conveniently be combined into a single charge, the officers in charge being styled Assistant Charge Superintendents.

(b) Whether the arrangements under which the District head quarter towns and certain sub-division head quarter towns were for the firt time separated from the rest of the taluk and put in Charge of the respective - Municipal Vice Presidents worked satisfactorily or not. Discuss the comparative merits and disadvantages of this and the old system under which the to formed one or more circle of the taluk charge.

(c) Total number of Supervisors and Enumerators employed. The numbe of Census officers falling under each of the classes a, b, c & d of Section 4 of the Census Regulation II of 1920. The number called upon to render assistance under clauses (1) (a), (b) & (c) of Section 5 of the Census Regulatio and the nature of the assistance required and rendered. The number of each class of Census officers falling under the heads of (1) officials (2) paid - non-officials and (3) unpaid non-officials.
[Note :- Only persons in the service of Government should be shown as officials. Village officers of Government villages are officials.]

The classes from which they were drawn i.e., in the cases of officials and non-officials in the employment of Municipal and Local Fund Boards, the Department in which they are employed [Note - Patels and Shanbhogs should be shown as such separately from other officials of the Revenue Department.] Non officials other than those mentioned above should be shown under the following heads.

(a) Emplyees of Jahir and other alienated villages classified as (1) village officers and (2) others

(b) Private school-masters. (c) Vakils (d) Clerks in private employ - (e) Agriculturists (f) Shop-keepers (g) Stamp vendors (h) others.

Any difficulties experienced in getting the requisite number of men. To wh extent the heads of offices and institutions addressed co-operated with Cha Superintendents. How difficulties were surmounted. Any suggestions for im provement in the mode of recruitment of the personnel? Was there any nece sity to institute penal proceedings and with what result? Prosecutions if any under the Census Regulation?

8. Draft Enumeration. (a) Date of commencement and completion.

(b) How it worked. Your opinion about this new departure at the present Cen sus. Has it any advantages over the system of issuing "practice" schedules? The system of issuing ready made Enumeration books contrasted with the system of sewing the books locally.

(c) How many of these books were issued, how many were written up in penc and how many in ink.

(d) Whether the instructions given for filling up the several columns of schedule were full and complete or whether any doubts or difficulties were experianced. Suggestions for the improvement.

(e) Nature and extent of the scrutiny exercised by the Superior Census offi cers - the Supervisor, the Charge Superintendent, the Divisional Census Officer and the Deputy Commissioner or President. How many books each of the officers checked.

(f) Nature of errors or defects noticed and how corrected.

9. Preliminary or Fair enumeration. (a) Date of commencement and comple tion.

(b) Mode and extent of inspection and checking by Supervisors, Charge Supe intendents and Superior officers.

(d) Allotment for stationery. What were the stationery articles used. Did each Enumerator and Supervisor make his own arrangements, or were any specia arrangements made by the Charge Superintendent. Compare and contrast this - system with that of supplying the required articles from a Central Depot, - either the Government Stationery Depot or each Charge Superintendent's offic

(e) General opinion about the accuracy of the Preliminary Record.

(10) Final Enumeration. (a) Time occupied in taking.

(b) Extent to which men who did not work at the Preliminary Record, were employed at the final enumeration.

(c) What reserves were held and drawn upon?

(d) Nature and extent of supervision exercised on the final Census night by the Supervisor, the Charge Superintendent, Superior officers.

(e) Arrangements made for lights and other assistance to Enumerators and - Supervisors.

(f) Special arrangements for travellers by road, for people assembled at - fairs and festivals etc., for Military limits, Jails, Hospitals, and Hotels.

(g) Tracts if any where the census was taken by day and ~~night~~ on more than one day with a full account of the arrangements.

(h) General opinion as to the accuracy of the final record.

(i) Tracts, i.e., Blocks, villages or circles in which the census was specia accurate or specially inaccurate.

(j) Mention the names and designations of the census officers who in your opinion, did conspicuously good work, (or the reverse) and who deserve recog- nition; - the kind of recognition they deserve i.e., whether they deserve a prize or a 1st Class Sanad or 2nd class sanad (Reference may also be made to the special reports made on the subject)

(11) Arrangements made for the preparation of the Abstracts and summari Brief description of the arrangements made for the preparation of ~~the~~ the ar- rangements made for the preparation of the Enumerator's Abstracts. Number o: centres in which the Supervisors met their Enumerators. Did all the Super- visors come personally to head quarters of the charge and deliver the circle summaries, Enumerators Abstracts and the Enumeration Books or what arrangemer were made in this behalf. Time at which the Charge Summary was ready, and time at which it was actually despatched. Mode of despatch ~~&~~ i.e., whether by post or by special messenger. Time at which it reached the Deputy Commis- sioner's office. Time at which the Charge summary was sent to the Census Su- perintendent's office.

(12) Comparison of figures with those of 1911. under occupies ..... males and females and total population and explanation for variation. Any special causes for the increase or decrease of population in the Charge gene- rally or any part of it.

(13 Slip copying and checking. (a) Slip copying. Method adopted i.e whether slip copying was done simultaneously with enumeration or afterwards. Dates of commencement and completion. ~~&~~ Number of blocks the slips of whi were copied (i) by the Enumerator of the same block (ii) by other Enumera- tors (iii) by the Supervisor (iv) by others. Your opinion regarding the ad- vantages and disadvantages of the two systems. Total remuneration distribute

(b) Slip checking & compilation. Number of persons employed. Time of com- mencement and completion. Nature and extent of errors discovered and recti- fied. Remuneration distributed. Average per individual checker. Remunera- tion got by the Assistant Charge Superintendent and the

(c) Nature and extent of the co-operation derived from the Education Department. Where the work was carried on? Whether the Head Master of the local A.V. School or the Taluk Sheristadar was appointed Assistant Charge Superintendent?

(d) Suggestions for improvement in the methods of slip copying, checking as done locally, for the first time at this census.

(e) Date on which the slips were despatched to the Central Abstraction Office.

(14) General. (a) Opinion about the arrangements made for minimising correspondence and scriptory labour, standardizing the procedure -- avoiding circumlocution, reducing work, and securing efficiency, supervision and expeditious disposal by means of the Progress Report, Audit Register, Post card acknowledgments, direct transmission of circulars etc., to Charge Superintendents etc.

(b) Demeanour of the people in regard to the Census. Any opposition or circulation of false or mischievous accounts. Any prosecutions under the Census Regulation. Publication of proclamation and nature and extent of co-operation derived from the people.

(c) "Household schedules." Number and to what classes issued. Desirability of extending or restricting their use

(d) Expenditure under various heads. Establishment if any; cost of expenses of house numbering articles of stationery supplied to Supervisors and Enumerators; Freight of forms; other contingencies; Remuneration paid for slip copying, checking etc; Remuneration and travelling allowance paid to non-officials if any.

(e) Any other interesting or useful points.

General suggestions if any regarding improvements to be introduced at the next Census.

Census Superintendent in Mysore.

MRN.

Add in para (d) after "any" } expenses of house numbering